



**PHILIPPINE PORTS AUTHORITY**

**CITIZEN'S CHARTER  
2023 (5<sup>th</sup> Edition)**

#### 54. Processing of Request for Renewal of Lease (Medium Lease and Long-term Lease) (Publication of Lease Proposal)

This provides the detailed procedure in the processing of new or renewal application of medium and long-term lease contracts for lease publication in accordance with the provisions of PPA AO 04-2022.

Office/Division:	Commercial Services Department- Real Estate Management Division (CSD-REMD) / Port Management Office-Port Services Division (PMO-PSD)/Legal Services Department	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen	
Who may avail:	<p>Must be a Filipino citizens of lawful age/sole proprietor (for area to be leased covering not more than 20sq.m.) company/corporations/ Cooperative/partnership/ corporate entity duly organized and existing under Philippine laws.</p> <p>Partnerships duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the capital contribution belongs to citizens of the Philippines and the general partner must be a Filipino Citizen.</p> <p>Corporation duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital belongs to citizens of the Philippines.</p> <p>For foreign corporation, must be registered in the appropriate agency in the place of incorporation =, and all its papers to be submitted to Philippine Ports Authority (PPA) should be translated in English and duly Apostilled or authenticated by the Philippine Consulate in the Place of Incorporation, whichever is applicable.</p> <p>Prospective lessee is an existing authorized port operator.</p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled-out Lease Application Form with Customer Registration Form (CRF) with Project Brief indicating the terms of lease (description of the proposed used, rental rate, specific area to be leased		Applicant/Lessee/ PPA website (downloadable forms)
2. Duly Notarized Omnibus Undertaking (sworn affidavit)		PPA website (downloadable forms)
3. Secretary’s Certificate (for Corporation/ partnership/ cooperative/ corporate entity)		Lessee/Applicant
4. Authorization Letter signed by sole proprietor (for single proprietor)		Lessee/Applicant

<p>5. Legal Requirements</p> <ul style="list-style-type: none"> <li>a. Certified true copy of SEC/ DTI/ CDA registration, whichever is applicable</li> <li>b. Licenses, Accreditation or additional permits required for the business operations of the proponent</li> </ul>	<p>Lessee/Applicant</p>
<p>6. Financial Requirements</p> <ul style="list-style-type: none"> <li>a. Proof of Financial Capability of lessee for the business</li> <li>b. Proof of Financial and Managerial capacity of lessee for the business/service to be established which shall include detailed specifications/ requirements of the project for capitalization, area manpower, equipment, technical knowhow</li> <li>c. Summary of projected income, cost and earnings for the first five years of the operation of the proposed project.</li> </ul>	<p>Lessee/Applicant</p>
<p>7. Technical Requirement</p> <ul style="list-style-type: none"> <li>a. Business Plan/ Project Brief indicating the proposed improvements/ developments to be introduced in the area, terms of lease (i.e. duration of lease, rental rates, etc)</li> <li>b. Architectural Plan/ Land Use Plan</li> <li>c. Proof of expertise in conducting the proposed business</li> <li>d. Other related inputs such as physical description and/or land use plan of the port or terminal, port traffic statistics and other relevant and necessary for the bidding</li> <li>e. All other documents as may be reasonably required by the Authority during the selection process or through the Terms of Reference to prove the legal capacity of the proponent</li> </ul>	<p>Lessee/Applicant</p>
<p>For Renewal: (Additional Requirements)</p> <p>8. Legal Requirements</p> <ul style="list-style-type: none"> <li>a. Proof of compliance in payment of Taxes due to the government.</li> <li>b. Tax Clearance from the BIR that the Applicant has no outstanding tax obligation with the government.</li> </ul>	<p>LGU concerned</p> <p>BIR</p>
<p>9. Others</p> <ul style="list-style-type: none"> <li>a. PMO Certificate of No Outstanding Account from Finance Office, unless records show otherwise,</li> <li>b. PMO Certification from the Port Manager on the compliance on the terms and condition of the lease contract issued particularly on payment of Real Property Tax and Other Utility expenses.</li> </ul>	<p>PMO Finance Division</p> <p>PMO concerned</p>

MEDIUM-TERM LEASE (MORE THAN 1 YEAR UP TO 5 YEARS) (THRU PUBLICATION)				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Lessee/ applicant/ proponent submits to the PMO the letter of intent/application for medium term lease with complete documents and pays non-refundable filing fee upon receipt of complete documentary requirements	1.1 PMO BDMO acknowledges receipt and validates the completeness of documents.	None	3 days	PMO-BDMO/ Authorized Representative
	1.2 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 04-2022  Medium-Term: Php 6,000.00		PMO Finance Division
	1.3 Port Manager recommends whether lease proposal will undergo public bidding or publication requirement to AGMO thru CSD	None	5 days	Port Manager
	1.4 CSD evaluates the lease proposal within 10 days upon receipt of complete documents from PMO	None	10 days	CSD
	1.5 AGMO endorses and recommends approval/signing of transmittal of Notice to Lease Ad to GM	None	2 days	AGMO
	1.6 GM signs the Memo transmittal of Notice to Lease Ad to PMO	None	3 days	GM
	1.7 CSD transmits the Notice to Lease Ad copy to PMO	None	1 day	CSD
	1.8 PM signs Notice to Lease Ad copy	None	1 day	PM
2. Applicant publishes Notice to Lease Ad thru local newspaper			7 days	Applicant/Lessee

3. Applicant/ lessee signs and submits lease contract with annexes.	or circulation			
	2.1 Waiting period for Counter Proposal	None		
	2.2 If there are no counter-proposal, PMO informs the applicant of the result of publication.	None	3 days	PMO
	2.3 PM recommends approval of the lease application and transmits the draft lease contract to the AGMO thru CSD	None	1 day	PM
	2.4 CSD further reviews/ validates Lease Contract (consults Legal Services Department if there are deviation from the preformat contract) and recommends approval/ signing of transmittal by the AGMO.	None	10 days	CSD LSD
	2.5 AGMO approves lease in principle and signs transmittal letter	None	3 days	AGMO
	2.6 CSD transmits letter and lease contract to applicant for review/ conforme	None	1 day	CSD
				Applicant/Lessee
	3.1 AGMO countersigns lease contract	None	3 days	AGMO
	3.2 CSD transmits the duly signed Lease Contract to PMO for notarization	None	1 day	CSD

<b>TOTAL:</b>		<b>Filing Fee Php 6, 0000.00 + VAT</b>	<b>Fifty-Four (54) days</b>	
<b>Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:</b> -for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations				
<b>LONG-TERM LEASE (MORE THAN 5 YEARS UP TO 10 YEARS)(THRU PUBLICATION)</b>				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Lessee/ applicant/ proponent submits to the PMO the letter of intent/application for long term lease with complete documents and pays non-refundable filing fee upon receipt of complete documentary requirements	1.1 PMO BDMO acknowledges receipt and validates the completeness of documents.	None	3 days	PMO-BDMO/ Authorized Representative
	1.2 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 04-2022  Long-Term: Php 10,000.00  (exclusive of VAT)		PMO Finance Division
	1.3 Port Manager recommends whether lease proposal will undergo public bidding or publication requirement to AGMO thru CSD	None	5 days	Port Manager
	1.4 CSD evaluates the lease proposal within 10 days upon receipt of complete documents from PMO	None	10 days	Applicant/Lessee
	1.5 AGMO endorses and recommends approval/signing of the Memorandum transmitting the Notice to Lease Ad to GM	None	2 days	PMO concerned
	1.6 GM signs the Memo transmittal of Notice to Lease Ad to PMO	None	3 day	Port Manager

2. Applicant publishes Notice to Lease Ad thru local newspaper or circulation	1.7 CSD transmits the Notice to Lease Ad copy to PM	None	1 day	CSD
	1.8 PM signs Notice to Lease Ad copy		1 day	
			7 days	
	2.1 Waiting period for Counter Proposal			
	2.2 If no counter-proposal, PMO informs the applicant of the result of publication.	None	3 days	AGMO
	2.3 PM endorses and recommends approval of draft lease contract to the AGMO thru CSD	None	1 day	GM
	2.4 CSD further reviews/ validates Lease Contract (consults Legal Services Department if there are deviation from the preformat contract) and recommends approval/ signing of transmittal by the AGMO.	None	10 days	CSD
	2.5 AGMO endorses and recommends approval of lease by the GM	None	3 days	Applicant/Lessee
	2.6 GM approves lease in principle and signs transmittal letter	None	3 day	GM
3. Applicant/	2.7 CSD transmits letter and lease contract to the applicant for review/ conforme	None	1 day	CSD

lessee signs and submits lease contract with annexes.	3.1 GM countersigns lease contract		3 days	
	3.2 CSD transmits the duly signed Lease Contract to PMO for notarization		1 day	
<b>TOTAL:</b>		<b>Filing Fee Php 10,000.00 + VAT</b>	<b>Fifty-Seven (57) days</b>	
<b>Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:</b> -for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations				
<b>LONG-TERM LEASE (MORE THAN 10 YEARS)(THRU PUBLICATION)</b>				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Lessee/ applicant/ proponent submits to the PMO the letter of intent/application for long term lease with complete documents and pays non-refundable filing fee upon receipt of complete documentary requirements	1.0 PMO BDMO acknowledges receipt and validates the completeness of documents.	None	3 days	PMO-BDMO/ Authorized Representative
	1.1 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 04-2022  Php 10,000.00  (exclusive of VAT)		PMO Finance Division
	1.2 Port Manager recommends whether lease proposal will undergo public bidding or publication requirement to AGMO thru CSD	None	5 days	Port Manager
	1.3 CSD evaluates the lease proposal within 10 days upon receipt of complete documents from PMO	None	10 days	CSD
	1.4 AGMO endorses and recommends	None	2 days	AGMO

2. Applicant publishes Notice to Lease Ad thru local newspaper or circulation	approval/signing of the Memo transmitting the Notice to Lease Ad to GM			
	1.5 GM endorses/recommends to PPA Board the lease application	None		GM
	1.6 PPA Board approves/disapproves the lease proposal	None		PPA Board
	1.7 GM signs the Memo informing the PMO the result of the PPA Board deliberation on the lease application/proposal	None		GM
	1.8 If favorably considered, CSD transmits the Notice to Lease Ad copy to PM	None	1 day	CSD
	1.9 PM signs Notice to Lease Ad copy	None	1 day	PM
			7 days	Applicant/Lessee
	2.1 Waiting period for Counter Proposal	None		
	2.2 If no counter-proposal, PMO signs transmittal letter informing applicant of publication result.	None	3 days	PMO
	2.3 PM endorses and recommends approval of lease by the AGMO thru CSD	None	1 day	PM
	2.4 CSD further reviews/ validates Lease Contract (consults Legal	None	10 days	CSD LSD

3. Applicant/ lessee signs and submits lease contract with annexes.	Services Department if there are deviation from the preformat contract) and recommends approval/ signing of transmittal by the AGMO.			
	2.5 AGMO endorses and recommends signing of transmittal by the GM	None	3 days	AGMO
	2.6 GM signs transmittal letter informing that lease application has been favorably considered	None	3 days	GM
	2.7 CSD transmits letter and lease contract to applicant for review/conforme	None	1 day	CSD
				Applicant/Lessee
	3.1 GM countersigns lease contract	None	3 days	GM
	3.2 CSD transmits the duly signed Lease Contract to PMO for notarization	None	1 day	CSD
<b>TOTAL:</b>		<b>Filing Fee Php 10, 0000.00 + VAT</b>	<b>Fifty-Four (54) days</b>	
<b>Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:</b> -for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations				